

Office of Security

Trends and Highlights

MAY

1975

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DIRECTORATE

POLICY AND PLANS GROUP

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1. As the Records Management office for the Office of Security, PPG conducted a records survey at the Interagency Training Center of PTOS for the purpose of establishing a records reduction/retirement schedule for the unit.

2. On 9 May, in order to meet the growing influx of Freedom of Information Act requests, the Office of Security established under PPG a Freedom of Information Act Branch temporarily composed of 18 professional and 3 clerical employees. Statistically, there were 374 pending cases on 1 May and 369 pending on 30 May. During the reporting period 421 cases were closed.

A developing facet of the Freedom of Information Act has been the appeal cases which has severely compounded the work load for the Freedom of Information Act Branch. Appeals not only duplicate requirements on professionals and clericals, they also require time for consultations with representatives of the General Counsel and DDA Staff, participation in Information Review Staff meetings and briefing of the DDA.

3. At the end of May, the Policy and Plans Group completed preparation of a proposed revision of the Ten-Series chapter of the Headquarters Regulations. This revised Agency security policy will be coordinated among the senior representatives of the Office prior to its submission to the Regulations Control Branch, which is scheduled to take place by 30 June.

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